

National Archives and Records Service

Washington, D.C. 20408



September 24, 1971

STATINTL

Dear [REDACTED]

In accordance with my telephone conversation with your office, enclosed are 20 tickets for the Seventh Annual Federal Paperwork Awards Luncheon to be held in the Washington Hilton Hotel on November 10.

I would like a firm figure on the number of tickets sold by COB Friday, November 5, so I can tell the hotel how many to plan for. Checks should be made payable to AREA (Association of Records Executives and Administrators). Cash, checks and unsold tickets should be returned to:

Osmond Newgard (NRP)
National Archives and Records Service
Washington, D. C. 20408
STOP 220
Telephone 13 x34425 or 963-4425

Sincerely,

M. OSMOND NEWGARD

Enclosure